

Recruitment Plan

1. Write Job Description
 - a. Understand Requirements
 - i. Research positions not familiar with – web, manager, library associations
2. Develop Recruiting Plan
3. Post Job
 - a. Internally
 - b. Externally – web, newspaper, staffing agencies
4. Resume Search
 - a. Internal Database
 - b. Internet Searches
 - c. Headhunting
 - d. Applicant Responses
5. Develop Pre-Screen Questions
 - a. These questions can be a mixture of closed and open ended questions, typically not behavioral unless hiring for a senior level position or highly skilled
6. Screen Applicants
 - a. Telephone pre-screen
 - b. Review test scores, i.e.: typing, 10-key, Microsoft Word
7. Submit to Hiring Manager or Schedule Interview
8. Prepare Interview Questions and Evaluation
 - a. Review job descriptions and determine core competencies and develop 5-6 behavioral questions
9. Prep Interviewing Team
10. Confirm Interview with Applicant and Prep Applicant
11. Interview
12. Post Interview Feedback
 - a. Immediately following interview meet with interview team to discuss initial responses
13. Check References
 - a. Phone
 - b. Written
14. Prepare Offer
15. Present Offer
16. Accept/Decline
 - a. Notify hiring manager, operations, accounting, whoever needs to prepare for the applicant's first day